

CITY ATTORNEY SUBCOMMITTEE MEETING MINUTES
CITY OF MILPITAS

Minutes of:	City Attorney Subcommittee Meeting Minutes
Date:	Thursday, April 12, 2007
Time:	5:00 PM
Location:	1 st Floor Committee Room Milpitas City Hall 455 E. Calaveras Blvd.

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- Roll Call:
1. The meeting was called to order at 5:05 p.m. with Councilmember Polanski present. Staff present were Steve Mattas, Tom Williams and Carmen Valdez. Councilmember Giordano arrived at approximately 5:10 p.m.
 2. There were no changes to the Agenda
 3. There were no public comments during Public Forum
 4. Staff handed out a "Draft" City Attorney job announcement. There was discussion on what to include and not include on the announcement. The subcommittee agreed to the recommended changes to the announcement. There was discussion on the salary. The sub committee had agreement on the recommended salary of \$184,299. This was the salary that was presented at the City Council Meeting of April 3, 2007.
 5. The timeline and the process was also discussed. The anticipated start date of a new City Attorney is September 2007. The approved timeline is:

First Week of June 4 – Resumes Due
Week of June 11 – Screening of Resumes
Week of June 25 – Initial Interviews with Subcommittee and Attorney Panel
August 8-10 – City Council Final Interviews
August 21 – Selection Made
Week of Sept 4 – Desired Start Date

At this time Isaac Hughes, resident requested copies of all notes and handouts from the meeting. Staff will prepare a packet for him. He also went into discussion on a background check on the applicant and how the City will be looking into any kind of reprimands and or discipline that the potential candidate might have been involved in. He made comments on the salary and benefits.

Staff reported that a complete background check will be part of the recruitment process.

The next subcommittee meeting will be to discuss retaining counsel services for specialized items until the replacement of the new City Attorney. A date was not determined at this meeting.

Adjournment: The meeting adjourned at 5:40 pm